OC-1181-298
27 APR 1981DD/A REGISTRY
FILE: Records

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:
Director of Communications

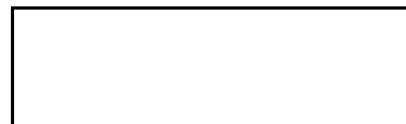
SUBJECT: Proposal for Consolidation of Agency Graphics Facilities

REFERENCE: DDA 81-0640-2, dated 07 April 1981

1. The Office of Communications has reviewed the OC facilities listed in the attachment to reference memorandum. The two OC facilities listed as candidates for consolidation are discussed below.

25X1 a. The has two graphics specialist in the Educational Support Department (ESD) who support training needs. The other positions mentioned in reference are ESD personnel who provide other types of support such as management of a self-study program, course design and audio-visual productions. Centralization of career management for graphics specialist would be worthwhile in order to offer a broader career path for employees with very specialized skills. OC would prefer, however, that the graphics capability, regardless of career cognizance, be retained in 25X1
The graphics specialist work closely with instructors and the video specialist on a daily basis to develop and produce course material. True centralization in the Headquarters area would require frequent trips by instructors to develop graphics for use in courses.

25X1 b. The in OC's Engineering Division provides very little graphics support. The bulk of this section's work is in the production of engineering drawings to support technical system development and communication facility renovation. As is typical for engineering components, it is important that the draftsman and the engineer work closely together as plans are being developed. Quick turnaround and responsiveness to network priorities are also essential. In essence, we believe that this section should not have been included on the graphics list and should not be considered 25X1
for consolidation.



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2. In summary, OC is supportive of measures to consolidate career management for graphics specialists but only has two such employees assigned to [REDACTED]
Physical consolidation would present some problems due to the distance between [REDACTED] Headquarters. [REDACTED]

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